Philip Morris USA/Covance
Agenda (Continued)
Wednesday, April 24, 2002
Boardroom

7:40 a.m.	Pick up at Hotel	B. Kochan, J. Schultz
8:00 a.m.	Arrival	All
8:15 a.m.	Review of Clinical Performance	J. Dean, M. Larson, M. Westrick
9:00 a.m.	Protocol Design for Total Exposure Study (TES)	All

1. Which biomarkers and markers of exposure will be included in protocol?
   - Which chosen marker is most variable?
   - Type of sample processing required
2. Inclusion/exclusion criteria
3. Smoking attributes - C. Adams
   - Questionnaire
   - Smoking topography

12:00 p.m.	Lunch (Cafeteria)	R. Chaouki, J. Dean, R. Dixon, J. Garrett, J. Hunter, T. Janisch, M. Kamps, B. Kochan, E. Larson, M. Larson, J. Schultz, M. Westrick
1:00 p.m.	Discussion of Protocol Design for TES Continued	All

4. Sampling strategy - B. Nelson
   - Geographical spread
   - Strata
   - Number of visits/volunteer (i.e., screening + one visit)
   - Sample size estimate

Source: https://www.industrydocuments.ucsf.edu/docs/knhk0001

Philip Morris USA/Covance
Agenda (Continued)
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4:00 p.m. Site Identification/Selection/Management All

1. Review site feasibility/selection process and timeline
   - General mail/fax survey of interest/initiate CDA
   - Receipt of signed CDA
   - Positive response/review of responses
   - Send synopsis/detailed questionnaire/draft contract/budget template
   - Receipt of questionnaire/review of detailed responses/budget
   - Budget/contract negotiations/site indemnification
   - Central IRB - Covance
   - Standard Informed Consent Form

2. Site audits
   - Qualify site, SOP, training records, etc.
   - Assess sample processing capabilities/experience
   - Necessary equipment

3. Monitor visit schedule
   - Qualifying visit
   - Initiation (2-day visit, observe sample processing)
   - Interim (5-day visit, i.e., review 20 subject folders/day)
   - Close-out

4. Investigator meeting date/agenda
   - Venue
   - Responsibility
   - Arrangements

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6:00 p.m.	Depart Covance for Dinner	B. Kochan, J. Schultz
6:30 p.m.	Dinner - Johnny Delmonicos	R. Chaouki, R. Dixon, J. Garrett, B. Kochan, M. Larson, K. Phillips, J. Schultz, M. Westrick

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